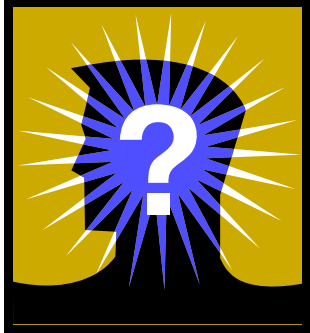


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## **Unit 8**

### **General Staff— Logistics Section**

## Check Your Knowledge



1. What is the main purpose of the Logistics Section?
2. What are the main functions of the two branches of the Logistics Section at a JFO?
3. Which of the following is not a responsibility of the Logistics Section?
  - a. Facilities
  - b. Supplies
  - c. Technology support
  - d. Mapping services
4. Which branch is responsible for processing requests for goods and services?
5. Which branch maintains the Help Desk?

## Check Your Knowledge

### Answers



1. Logistics is primarily responsible for internal support of operations and services for the JFO/ERT to meet the needs of the incident or event.

2. *Support*—Sets up and manages JFO, physically handles resources and supplies to disaster areas and responsible for property management and records.

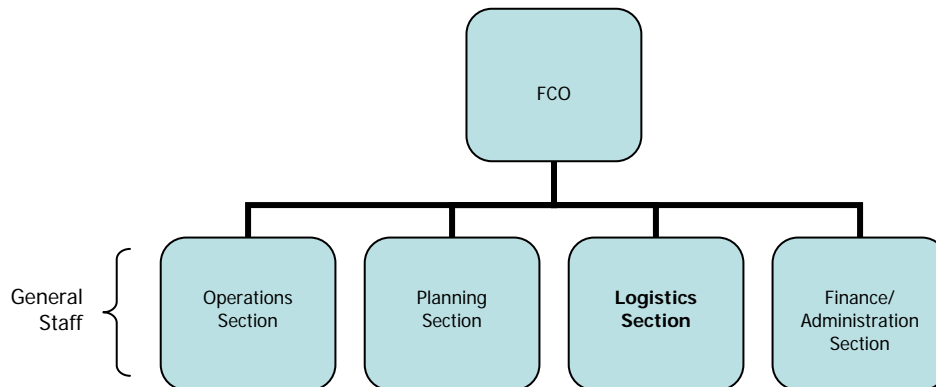
*Services*—Coordinates and supports all communication and IT needs at the JFO.

3. Mapping services.

4. Support Branch.

5. Services Branch.

# Logistics



## Overview

Logistics is one of the four General Staff sections under the Incident Commander during disaster response and recovery operations. Included in this unit are:

- Logistics Section organization and functions
- Other support

At the end of this unit, you will be able to:

- Describe the overall function of Logistics in disaster recovery.
- Describe the main responsibilities of the Section Chief.
- Explain the responsibilities of each branch in the Logistics Section.
- Describe other logistical support available to the ERT.

## Logistics Section Organization and Functions

The Logistics Section Chief's main responsibilities are as follows:

- Logistics support of disaster operations.
- Execution of services for the ERT.
- Management of office environment and staff.
- Point of Contact for other Sections.

Along with the two Branch Directors, the Chief may have a Deputy, an Administrative Assistant, and the JFO Help Desk all reporting directly to him or her.

The Logistics Section consists of two branches: Support and Services. The two branches carry out the following functions:

<b>Coordination and Planning</b>	<ul style="list-style-type: none"><li>• Reviews requests for Mobilization Center support or services.</li><li>• Ensures on-time delivery of correct items.</li><li>• Processes re-supply requests for depleted items.</li><li>• Restocks supplies.</li><li>• Coordinates with other FEMA entities, primarily Operations Section and the RRCC.</li><li>• Coordinates with other Federal agencies, ESFs, the MAC, Mobilization Center management, and State logistics counterparts.</li></ul>
<b>Resource Management</b>	<ul style="list-style-type: none"><li>• Processes requests for goods and services.</li><li>• Fills orders in a timely and cost efficient manner.</li><li>• Has responsibility for property management and record keeping.</li><li>• Coordinates with Procurement Group in Finance Section.</li></ul>
<b>Supply/Facilities</b>	<ul style="list-style-type: none"><li>• Selects, sets up, and manages JFO facility in coordination with Safety and Security.</li><li>• Manages supplies and equipment specifically for the JFO, including print and copy services.</li><li>• Transports equipment and supplies received for and sent to recovery areas as well as the JFO.</li><li>• Performs same functions for JFO satellites.</li></ul>

<b>Services</b>	<ul style="list-style-type: none"><li>• Is responsible for approval, implementation, and coordination of all ERT IT resources required to support the response and recovery effort.</li><li>• Identifies network and telecommunications needs for JFO and its satellite operations. Stocks and staffs appropriately.</li><li>• Establishes and operates JFO message center and switchboard help desk.</li><li>• Is supplemented by MERS IS resources.</li></ul>
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## Other Logistics Support

At a JFO, the Logistics Section coordinates logistical support for control and accountability of Federal supplies and equipment. It conducts resource ordering and delivery, facility setup and operations, information and technology systems, and services for the ERT or to the JFO facility.

The FEMA Headquarters Logistics Directorate prepares and provides procedures for other types of logistical support during disaster response and recovery.

**Mobile Emergency Response System/Support (MERS)** is deployed by the MERS Operations Section Director in conjunction with the Response or Recovery Directors to provide logistical and operational support to Federal, State, Tribal, and local agencies. MERS detachments:

- Are strategically placed around the country (five units)—Bothell, Washington; Denver, Colorado; Denton, Texas; Thomasville, Georgia; and Maynard, Massachusetts.
- Are self-sufficient and have a stand-alone capacity to support emergency responders for 10 days.
- Provide prompt and rapid communications and IT.

There are eight **Logistics Centers (LC)** that receive, store, and maintain supplies. They can also issue supplies and equipment to disaster areas.

The Directorate also manages the **Pre-Deployed Disaster Supply Program** and maintains the **Pre-Positioned Equipment Program**.

After a disaster strikes, the FEMA Regional Director may deploy the ERT-A. The logistical responsibilities of this team are to support assessment activities and establish a JFO.

## **Summary**

The Logistics Section Chief is primarily responsible for logistical support of operations and performing services for the ERT. Logistics provides facilities, transportation, supplies, equipment maintenance and fuel, communications, IT equipment and support, and some medical services for the ERT. In the first response phase, the Logistics Section provides other critical needs such as food services. Effective logistics management ensures reduced costs, appropriate support actions, decreased delivery times, and improved property accountability.